

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
DEVELOP INSPECTION PLAN	<p>Understand:</p> <ul style="list-style-type: none"> • importance of inspections • different inspection types and their purposes • completing an inspection • checklist • WHS relevant to inspections • actions to be undertaken before, during and after inspections • where to locate agency guidance material and templates. <p>Under direct supervision, prepare and use inspection checklists.</p>	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> • prepare and plan for a range of inspection types • prepare and use inspection checklists. 	<p>Working independently:</p> <ul style="list-style-type: none"> • prepare and plan for highly complex and technical inspections and inform inspection process revisions • identify and recommend, where appropriate: <ul style="list-style-type: none"> › solutions to identified issues, including complex, technical ones › inadequacies › better planning and organisation of inspections • participate in the preparation and review of WHS documents (eg Job Safety Analysis? JSAs) • mentor and guide less experienced staff. 	<p>Co-ordinate individuals and teams to prepare to undertake inspection programs.</p> <p>Determine the appropriate inspection type for specific programs.</p> <p>Provide guidance and training to teams on inspection planning and preparation.</p> <p>Manage resources for planning and organising inspections.</p> <p>Oversee inspection paperwork including JSAs etc.</p> <p>Develop and implement improvements to safety and inspection procedures.</p> <p>Identify inadequacies and direct action to rectify and implement change (e.g. JSAs)</p> <p>Lead preparation and review of WHS documents (eg JSAs)</p>	<p>Lead strategic planning of inspection programs to ensure the environment and human health are protected.</p> <p>Proactively promote and lead individuals/teams to understand:</p> <ul style="list-style-type: none"> • importance of inspections • WHS relevant to inspections • different inspection types and their purposes • actions needed before, during and after inspections.
UNDERTAKE AN INSPECTION	<p>Under direct supervision, undertake routine inspections in accordance with legislation and agency policies and procedures.</p> <p>Under direct supervision, have ability to:</p> <ul style="list-style-type: none"> • gain access to premises • introduce oneself and purposes of the inspection • identify environmental risks 	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> • undertake a range of inspection types in accordance with legislation and agency policies and procedures • gain access to premises • introduce oneself and purposes of the inspection 	<p>Working independently have ability to:</p> <ul style="list-style-type: none"> • lead teams to undertake inspections • provide operational and technical advice to teams • make recommendations on improvements to safety and inspection procedures 	<p>Co-ordinate individuals and teams who undertake inspection programs.</p> <p>Lead and coordinate improvements to safety and inspection procedures.</p> <p>Manage and allocate resources to undertake inspections.</p>	<p>Ensure sufficient and appropriate systems, policies, procedures and resources are in place.</p>

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UNDERTAKE AN INSPECTION	<ul style="list-style-type: none"> • collect and manage evidence • provide a summary of inspection findings • identify and act on non-compliances • assist senior officers to undertake inspections as directed. 	<ul style="list-style-type: none"> • identify environmental risks • collect and manage evidence • provide a summary of inspection findings • identify and act on non-compliances. 	<ul style="list-style-type: none"> • gain access to premises • introduce oneself and the purposes of the inspection • identify environmental risks • collect and manage evidence • provide a summary of inspection findings • identify and act on non-compliances. 		<p>Lead evaluation of inspection resources and address inadequacies for undertaking inspections of poor environmental performance for industry/public sector agencies/ general community, to ensure environment and human health are protected.</p>
APPLY REGULATORY POWERS	<p>Under direct supervision, exercise the powers regulatory officers have under relevant legislation.</p>	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> • exercise the powers regulatory officers have • have ability to guide internal officers to exercise powers. 	<p>Working independently:</p> <ul style="list-style-type: none"> • exercise the powers regulatory officers have • lead and guide internal and external authorised individuals and teams to exercise powers (e.g. council and state government agencies) • co-ordinate small teams (internal and external) to undertake inspections • manage sensitive or contentious issues or stakeholders when exercising powers • mentor and guide less experienced staff. 	<p>Provide advice to individuals and teams.</p> <p>Act strategically to build and maintain external partnerships for joint inspections.</p> <p>Co-ordinate large and multi-skilled teams (internal and external) to undertake inspections.</p>	<p>Ensure sufficient and appropriate systems, policies, procedures and resources are in place.</p>

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ACT ON NON-COMPLIANCE	Under direct supervision: <ul style="list-style-type: none"> • identify non-compliance • determine appropriate compliance action • refer serious or complex situations to senior officers for advice or resolution • provide compliance advice or guidance material as directed • seek immediate voluntary compliance or remedy where necessary • determine follow up steps after the inspection. 	Under minimum supervision: <ul style="list-style-type: none"> • identify non-compliance • determine appropriate compliance action • refer serious or complex situations to senior officers for advice or resolution • provide compliance advice or guidance material as directed • seek immediate voluntary compliance or remedy where necessary • determine follow up steps after the inspection . 	Working independently: <ul style="list-style-type: none"> • identify non-compliance • determine appropriate compliance action • provide advice and recommendations to other officers in relation to serious or complex situations • provide compliance advice or guidance material • seek immediate voluntary compliance or remedy where necessary • determine follow up steps after the inspection • mentor and guide less experienced staff. 	Co-ordinate individuals and teams who act on non-compliance. Provide advice and recommendations to individuals and teams in relation to serious, controversial or complex situations. Review and approve actions recommended by individuals and teams.	Lead strategic planning for action on non-compliance to address poor environmental performance and ensure environment and human health are protected.
DOCUMENT INSPECTIONS	Under direct supervision, document inspections including: <ul style="list-style-type: none"> › contemporaneous notes › field observations › GPS coordinates › sketches › evidence collected <ul style="list-style-type: none"> • maintain effective records in accordance with legislation and agency policies and procedures. 	Under minimum supervision, document inspections including: <ul style="list-style-type: none"> • contemporaneous notes • field observations • GPS coordinates • sketches • evidence collected. 	Working independently: <ul style="list-style-type: none"> • document inspections including <ul style="list-style-type: none"> › contemporaneous notes › field observations › GPS coordinates › sketches › evidence collected • mentor and guide less experienced staff. 	Co-ordinate individuals and teams who document inspections. Review and approve inspection reports and other relevant documentation. Provide advice and guidance to individuals and teams. Mentor staff to maintain effective records, including recommending and guiding skill building opportunities.	Lead evaluation of inspections and publicity of results (internal and external) to raise regulatory profile of the agency. Ensure sufficient and appropriate systems, policies, procedures and resources are in place.